INTOWORK AUSTRALIA IT USAGE POLICY

IntoWork Australia provides information technology related infrastructure, equipment and networks to staff for business use. This policy has been developed to highlight appropriate usage as well as any potential repercussions relating to misuse of the IntoWork Australia information technology environment.

Please refer to the **IntoWork IT Usage Guidelines** for detailed examples of both acceptable and non-authorised usage.
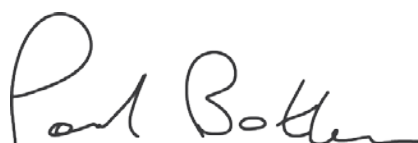
The objectives of this policy are:

- To provide awareness of personal accountabilities for IntoWork Group staff in what is acceptable and unacceptable usage of IntoWork IT physical assets, devices, networks and operating systems.
- To provide awareness of repercussions associated with misuses of information technology devices and network services.

This policy applies to all users of IntoWork Australia's and IntoWork Group businesses facilities, including all IntoWork Group employees, students, apprentices, trainees, all contracted service providers with access to IntoWork Australia or IntoWork Group business information technology infrastructure.

Associated Documents:

- IntoWork Australia IT Usage Guidelines

The Corporate Wide Area Network (WAN), intranet, Internet, electronic mail (email), carriage services / devices (mobile), desktops, laptops, video conferencing and Instant Messaging (IM) are important business and educational tools that can enhance workflow and employee learning, increase productivity and help users perform a variety of tasks; as such they should be used in an efficient, lawful and ethical manner.

Poul Bottern
Group CEO

04 March 2019

GUIDANCE NOTES

These Guidance Notes accompany the IntoWork Australia IT Usage Policy. They are provided to assist in achieving the objective of the Policy at each IntoWork business. These guidance notes are not policy and are for guidance use only. Additional information and assistance with the development and implementation of the required management systems is available by contacting IntoWork.

Usage

WAN, intranet, Internet, email, mobile, desktops, laptops, video conferencing and IM access is provided for officially approved purposes only. I.e. business purposes.

Business use includes any activity that is conducted for purposes of accomplishing official business, professional duties including research and, where appropriate, professional development.

WAN, intranet, Internet, email, mobile, video conferencing and IM usage and content should be able to withstand public scrutiny and/or disclosure. Unauthorised access, intentional misuse and transmittal or storage of material that might bring the company into disrepute is prohibited.

Users should not create, knowingly access, download, distribute, store or display any form of offensive, defamatory, discriminatory, harassing, malicious or pornographic material.

Please refer to the **IntoWork IT Usage Guidelines** for detailed examples of both acceptable and non-authorised usage.

Personal Data

IntoWork Australia will not be responsible for loss of personal data, images or files that have been stored on IntoWork hard disks, storage devices, mobile devices or WAN locations.

Monitoring & Inspection

Electronic messages, electronic communication logs and electronic files are subject to surveillance, record keeping, archiving, freedom of information and legal process.

Consequences of Policy Violations

All users are required to comply with company policy and are bound by law to observe applicable statutory legislation relating to personal data, company data, public records, copyright and other forms of intellectual property and misuse of information and facilities.

Violations of this policy by IntoWork Corporate WAN users may lead to:

- Disciplinary action.
- Request for reimbursement of expenses.